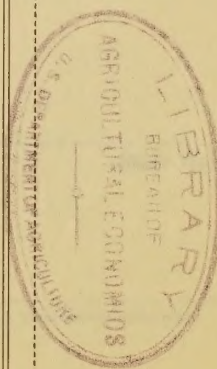


Prepare this form in duplicate. Forward the original to the State Office and the copy to the County Office.

(State and county code and work sheet serial number)

REPORT OF THE SPOT CHECK OF PERFORMANCE

Name of operator	Name of supervisor who originally checked the farm
------------------------	--

[illegible]

Date -----

Signed

OCT 7 1937

Request No. _____

1.42
\$08.75
No. 120

This form to be prepared and signed
in triplicate. The original and one
copy to be forwarded to the State office

REQUEST FOR TRANSFER OF FUNDS

County Code No. _____

Date _____

We, the undersigned officials of the _____ County Agricultural
Conservation Association request transfer of funds within the association budget, as approved on Form
SR-105, for the period _____, 193____ to _____, 193____, as follows:

Amount	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed: _____
President.

Signed: _____
Secretary.

FOR STATE OFFICE APPROVAL

THIS IS TO CERTIFY that amounts remain unexpended in the budget of this association sufficient to make
the transfer requested.

State Accountant.

Transfer Approved: _____
(Administrative Officer)

Date: _____

Request No. _____

This form is to be prepared and signed
in duplicate. The original and one
copy are to be forwarded to the State Office.

REQUEST FOR TRANSFER OF FUNDS

County Code No. _____

Date _____

We, the undersigned officials of the _____ County Agricultural
Conservation Association request transfer of funds within the association budget, as approved on March
SR-105, for the period _____, 193 _____ to _____, 193 _____, as follows:

Amount	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed: _____ Position: _____
Signed: _____ Position: _____

FOR STATE OFFICE APPROVAL

This is to certify that amounts remain unexpended in the budget of this association sufficient to make
the transfer requested.

State Accountant _____

Transfer Approved: _____ (Administrative Officer)
Date: _____

SRM-121

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

SOUTHERN REGION MISCELLANEOUS SERIES

INSTRUCTIONS FOR FILLING OUT FORMS SR-116 AND SR-116B

(Not applicable to data for Pulaski County, Arkansas; Kemper County, Mississippi; the wheat and grain sorghum area of Oklahoma and Texas.)

I

INSTRUCTIONS FOR PREPARING FORM SR-116

Form SR-116 should be prepared in the State office by the Statistical and Reporting Unit. The information to be entered on Form 116 should be taken only from Forms SR-110a, "Computation Schedule", which are prepared in accordance with the present audit procedure, and the related Form SR-108, "Report of Performance", (hereinafter referred to as Form 110a and Form 108, respectively).

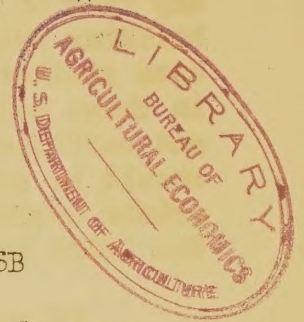
Do not enter data from Form SR-110a prepared for "no-payment" applications. The data for each county should be listed on Form 116 consecutively according to the serial numbers of applications. At least 95 percent of the applications for a county should have been approved for payment by the General Accounting Office before the tabulation for the county is begun.

Only one copy of Form SR-116 should be prepared. Unless otherwise instructed this form should be retained in the State office. All entries and computations should be verified. Each person listing, computing, or checking the data should enter his initials and the date in the space provided.

Acreage figures should be expressed to the nearest tenth of an acre; except that the acres of soil-building practices may be expressed to the nearest whole acre, if desired.

The information to be entered in columns 2 through 27 should be obtained from Form 110a as indicated by the heading of the respective column on Form 116. In cases where a penalty was applied for excess acreage of soil-depleting crops, such excess acres should be entered in the column headed "Diversion for Payment", for the respective soil-depleting base and circled in red. The figure to be entered in column 27 should be the number of interested persons shown on the Form 110a.

If flue-cured and another type of tobacco are grown in the same



county information with respect to the latter type should be listed in any four of columns 36 through 52 which are not used for listing soil-building practice data. Where this is done, appropriate headings for data similar to those indicated for flue-cured tobacco should be entered in these columns. If three types of tobacco are grown in the same county, and sufficient blank columns are not available, a supplemental sheet should be securely attached to the right margin of the Form 116, appropriate headings entered thereon, and information listed with respect to the third type of tobacco.

If sugarcane for sugar is grown in the county, strike out the words "Flue-cured tobacco" and insert the word "Sugarcane" and in column 8 strike out the words "Diversion for payment" and enter the words "Acreage allotment". The information to be entered in columns 6 through 9 for sugarcane should be obtained from Form 110a as follows:

Form 116

Column 6

" 7

" 8

" 9

Location on Form 110a

Line 3, column C

" 4, " C

" 5, " C

" 12, " C

In listing the data with respect to soil-depleting crops, the soil-depleting base and 1937 acreage should be entered in each case even though there was no diversion for payment from that base, and therefore, no payment made in connection with that base.

The heading of columns 28 through 35 are self-explanatory, and the source of the data on Form 108 is indicated.

Separate columns should be headed in consecutive order for each soil-building practice carried out in the county.

The approved soil-building practices carried out should be shown in columns 36 through 52. The units of each practice should be obtained from section V of Form 108. Each practice should be shown separately so that the totals of each individual practice may be obtained.

The various columns on Form 116 should be summarized, the totals being entered in the applicable spaces. The number of farms reporting the data listed in each column should be entered in the applicable space; for example, if a cotton soil-depleting base is reported for only 20 farms, the figure "20" should be entered below the total of column 2 of Form 116. It is essential that the number of farms for each column for which data are reported be accurate.

The total of, and the number of farms having, excess acres of cotton, tobacco, peanuts, or general crops, which have been circled in red in accordance with preceding instructions, should be entered in the spaces provided at the bottom of the page.

Enter in the space provided the total number of farms reporting two or more interested persons.

II

INSTRUCTIONS FOR PREPARING FORM SR-116B

The data listed on Form 116 shall be summarized on Form SR-116B (hereinafter referred to as Form 116B). Form 116B should be prepared in duplicate when all available applications have been listed on Form 116. If all applications for the county have been approved by the General Accounting Office and listed on Form 116, the Form 116B should be marked "Final" and the original mailed to the Director of the Southern Division. If all applications for the county have not been approved and listed on Form 116, the Form 116B should be marked "Preliminary" and the original mailed to the Director of the Southern Division. When all applications from the county have been approved and the Form 116 for the county has been completed a Form 116B should be prepared and marked "Final" and the original mailed to the Director of the Southern Division.

The items included on Form 116B are self-explanatory and correspond to the items on Form 116. Lines 36 through 52 should be used to summarize data tabulated in the columns 36 through 52 on Form 116.

Enter in line 2, column (e) the total number of farms for which there is a deduction for excess cotton acreage in 1937, and enter in line 3, column (e) the total of such excess cotton acreage. A similar procedure should be followed with respect to the tobacco, peanut, and general soil-depleting bases.

Enter in line 27, column (d) the number of Forms 110a showing two or more interested persons.

The administrative officer should sign in the space indicated.

The procedure outlined above should be followed unless a change is authorized by this office.

J. W. Duggan

Director, Southern Division,
Agricultural Adjustment Administration

SRM-121 Kemper County, Mississippi

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

SOUTHERN REGION MISCELLANEOUS SERIES

INSTRUCTIONS FOR FILLING OUT FORMS SR-116 AND SR-116B

(Applicable only to Kemper County, Mississippi)

I

INSTRUCTIONS FOR PREPARING FORM SR-116

Form SR-116 (hereinafter referred to as Form 116) should be prepared in the State office by the Statistical and Reporting Unit. The information to be entered on Form 116 should be taken only from Forms SR-110a, "Computation Schedule", which are prepared in accordance with the present audit procedure and the related Forms SR-108, -Kemper County, Mississippi, "Report of Performance", (hereinafter referred to as Form 110a and Form 108, respectively).

Do not enter data from Forms 110a prepared for "no-payment" applications. The data for Kemper County should be listed on Form 116 consecutively according to the serial numbers of applications. At least 95 percent of the applications for the county should have been approved for payment by the General Accounting Office before the tabulation is begun.

Only one copy of Form 116 should be prepared. Unless otherwise instructed, this form should be retained in the State office. All entries and computations should be verified. Each person listing, computing, or checking the data should enter his initials and the date in the space provided.

Acreage figures should be expressed to the nearest tenth of an acre; except that the acres of soil-building practices may be expressed to the nearest whole acre, if desired.

The information to be entered in columns 2 through 27 should be obtained from Form 110a as indicated by the heading of the respective column on Form 116. In cases where a penalty was applied for excess acreage of cotton or general soil-depleting crops, such excess acres should be entered in the column headed "Diversion for Payment", for the respective soil-depleting base and circled in red. The figure to be entered in column 27 should be the number of interested persons shown on the Form 110a.

In listing the data with respect to cotton and general soil-depleting crops, the soil-depleting base and 1937 acreage should be entered in each case even though there was no diversion for payment



from that base, and therefore, no payment made in connection with that base.

The headings of columns 28 through 35 are self-explanatory and the information to be entered in these columns should be obtained from Form 108 as follows:

<u>Form 116</u>	<u>Location on Form 108</u>
Column 28	Line 1, column B
" 29	" 2, " B
" 30	" 3, " B
" 31	" 11, " B
" 32	" 12, " B
" 33	" 27, " D
" 34	" 28, " D
" 35	" 30, " D

Separate columns should be headed in consecutive order for each soil-building practice carried out in the county.

The approved soil-building practices carried out should be shown in columns 36 through 52. The units of each practice should be obtained from section V of Form 108. Each practice should be listed in a separate column so that the totals of each individual practice may be obtained.

The various columns on Form 116 should be summarized and the totals entered in the applicable spaces. The number of farms reporting the data listed in each column should be entered in the applicable space; for example, if a cotton soil-depleting base is reported for only 20 farms, the figure "20" should be entered below the total of column 2 of Form 116. It is essential that the number of farms for each column for which data are reported be accurate.

The total of, and the number of farms having, excess acres of cotton or general crops, which have been circled in red in accordance with preceding instructions, should be entered in the spaces provided at the bottom of the page.

Enter in the space provided the total number of farms reporting two or more interested persons.

II

INSTRUCTIONS FOR PREPARING FORM SR-116B

The data listed on Form 116 shall be summarized on Form SR-116B

(hereinafter referred to as Form 116B). Form 116B should be prepared in duplicate when all available applications have been listed on Form 116. If all applications for Kemper County have been approved by the General Accounting Office and listed on Form 116, the Form 116B should be marked "Final" and the original mailed to the Director of the Southern Division. If all applications for the county have not been approved and listed on Form 116 the Form 116B should be marked "Preliminary" and the original mailed to the Director of the Southern Division, and when all applications from the county have been approved and the Form 116 for the county has been completed, a Form 116B should be prepared and marked "Final" and the original mailed to the Director of the Southern Division.

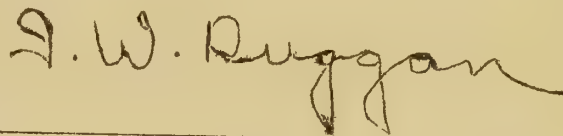
The items included on Form 116B are self-explanatory and correspond to the items on Form 116. Lines 36 through 52 should be used to summarize data tabulated in the columns 36 through 52 on Form 116.

Enter in line 2, column (c) the total number of farms for which there is a deduction for excess cotton acreage in 1937, and enter in line 3, column (e) the total of such excess cotton acreage. A similar procedure should be followed with respect to the general soil-depleting base.

Enter in line 27, column (e) the number of Forms 110a showing two or more interested persons.

The administrative officer should sign in the space indicated.

The procedure outlined above should be followed unless a change is authorized by this office.



I. W. Duggan,
Director, Southern Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

SOUTHERN REGION MISCELLANEOUS SERIES

INSTRUCTIONS FOR FILLING OUT FORMS SR-116 AND SR-116B

(Applicable only to Pulaski County, Arkansas)

I

INSTRUCTIONS FOR PREPARING FORM SR-116

Form SR-116, (hereinafter referred to as Form 116) should be prepared in the State office by the Statistical and Reporting Unit. The information to be entered on Form 116 should be taken only from Forms SR-110a, "Computation Schedule", which are prepared in accordance with the present audit procedure and the related Forms SR-108 - Pulaski County, Arkansas, "Report of Performance", (hereinafter referred to as Form 110a and Form 108, respectively).

Do not enter data from Forms 110a prepared for "no-payment" applications. The data for Pulaski County should be listed on Form 116 consecutively according to the serial numbers of applications. At least 95 percent of the applications for the county should have been approved for payment by the General Accounting Office before the tabulation is begun.

Only one copy of Form 116 should be prepared. Unless otherwise instructed, this form should be retained in the State office. All entries and computations should be verified. Each person listing, computing, or checking the data should enter his initials and the date in the spaces provided.

Acreage figures should be expressed to the nearest tenth of an acre, except that the acres of soil-building practices may be expressed to the nearest whole acre, if desired.

The information to be entered in columns 2 through 27 should be obtained from Form 110a as indicated by the heading of the respective column on Form 116. In cases where a penalty was applied for excess acreage of cotton, such excess acres should be entered in column 4 and circled in red. The figure to be entered in column 27 should be the number of interested persons shown on the Form 110a.

In listing the data with respect to cotton, the cotton base and 1937 acreage should be entered in each case even though there was no diversion for payment from the cotton base, and, therefore, no payment made in connection with cotton.



The headings of columns 28 through 35 are self-explanatory and the information to be entered in these columns should be obtained from Form 108 as follows:

Form 116

Location on Form 108

Column 28	Line 1, column B
" 29	" 2, " B
" 30	" 3, " B
" 31	" 11, " B
" 32	" 12, " B
" 33	" 27, " D
" 34	" 28, " D
" 35	" 30, " D

Separate columns should be headed in consecutive order for each soil-building practice carried out in the county.

The approved soil-building practices carried out should be shown in columns 36 through 52. The units of each practice should be obtained from section V of Form 108. Each practice should be listed in a separate column so that the totals of each individual practice may be obtained.

The various columns on Form 116 should be summarized and the totals entered in the applicable spaces. The number of farms reporting the data listed in each column should be entered in the applicable space; for example, if a cotton soil-depleting base is reported for only 20 farms, the figure "20" should be entered below the total of column 2 of Form 116. It is essential that the number of farms for each column for which data are reported be accurate.

The total of, and the number of farms having, excess acres of cotton which have been circled in red in accordance with preceding

instructions, should be entered in the spaces provided at the bottom of the page.

Enter in the space provided the total number of farms reporting two or more interested persons.

II

INSTRUCTIONS FOR PREPARING FORM SR-116B

The data listed on Form 116 shall be summarized on Form SR-116B (hereinafter referred to as Form 116B). Form 116B should be prepared in duplicate when all available applications have been listed on Form 116. If all applications for Pulaski county have been approved by the General Accounting Office and listed on Form 116, the Form 116B should be marked "Final" and the original mailed to the Director of the Southern Division. If all applications for the county have not been approved and listed on Form 116, the Form 116B should be marked "Preliminary" and the original mailed to the Director of the Southern Division, and when all applications from the county have been approved and the Form 116B for the county has been completed, a Form 116B should be prepared and marked "Final" and the original mailed to the Director of the Southern Division.

The items included on Form 116B are self-explanatory and correspond to the items on Form 116. Lines 36 through 52 should be used to summarize data tabulated in the columns 36 through 52 on Form 116.

Enter in line 2, column (e) the total number of farms for which there is a deduction for excess cotton acreage in 1937, and enter in line 3, column (e) the total of such excess cotton acreage.

Enter in line 27, column (e) the number of Forms 110a showing two or more interested persons.

The administrative officer should sign in the space indicated.

The procedure outlined above should be followed unless a change is authorized by this office.



I. W. Duggan,
Director, Southern Division,
Agricultural Adjustment Administration.

SRM-121 - Wheat and Grain Sorghum Area

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

SOUTHERN REGION MISCELLANEOUS SERIES

INSTRUCTIONS FOR FILLING OUT FORMS SR-116 and SR-116B

(Applicable only to the wheat and grain sorghum area of Oklahoma and Texas.)

I

INSTRUCTIONS FOR PREPARING FORM SR-116

Form SR-116 (hereinafter referred to as Form 116) should be prepared in the State office by the Statistical and Reporting Unit. The information to be entered on Form 116 should be taken only from Forms SR-110a, "Computation Schedule", which are prepared in accordance with the present audit procedure, and the related Form SR-113, "Report of Performance for the Wheat and Grain Sorghum Area", (hereinafter referred to as Form 110a and Form 113, respectively).

Do not enter data from Forms 110a prepared for "no-payment" applications. The data for each county should be listed on Form 116 consecutively according to the serial numbers of applications. At least 95 percent of the applications for a county should have been approved for payment by the General Accounting Office before the tabulation for the county is begun.

Only one copy of Form 116 should be prepared. Unless otherwise instructed this form should be retained in the State office. All entries and computations should be verified. Each person listing, computing, or checking the data should enter his initials and the date in the spaces provided.

Acreage figures should be expressed to the nearest tenth of an acre; except that the acres of soil-building practices may be expressed to the nearest whole acre, if desired.

The information to be entered in columns 2 through 27 should be obtained from Form 110a as indicated by the heading of the respective column on Form 116. In cases where a penalty was applied for excess acreage of soil-depleting crops, such excess acres should be entered in the column headed "Diversion for Payment", for the respective soil-depleting base and circled in red. The figure to be entered in column 27 should be the number of interested persons shown on the Form 110a.

In listing the data with respect to soil-depleting crops, the soil-depleting base and 1937 acreage should be entered in each case even though there was no diversion for payment from that base, and therefore, no payment made in connection with that base.



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JUN 15 1938
Wheat & Grain Sorghum
Area

The headings of columns 28 through 35 are self-explanatory and the information to be entered therein should be obtained from Form 113 as follows:

<u>Form 116</u>	<u>Location on Form 113</u>
Column 28	Line 1, column B
" 29	" 3, " B
" 30	" 2, " B
" 31	" 13, " B
" 32	" 39, " D
" 33	" 26, " D
" 34	" 27, " D
" 35	" 31, " D

Enter in the heading of column 36 the words, "Grain sorghums, etc., line 4, column B, Form 113." Enter in column 36 the acreage figure from line 4, column B, Form 113.

Separate columns should be headed in consecutive order for each soil-building practice carried out in the county.

The approved soil-building practices carried out should be shown in columns 37 through 52. The units of each practice should be obtained from section V of Form 113. Each practice should be listed in a separate column so that the totals of each individual practice may be obtained.

The various columns on Form 116 should be summarized and the totals entered in the applicable spaces. The number of farms reporting the data listed in each column should be entered in the applicable space; for example, if a cotton soil-depleting base is reported for only 20 farms, the figure "20" should be entered below the total of column 2 of Form 116. It is essential that the number of farms for each column for which data are reported be accurate.

The total of, and the number of farms having, excess acres of cotton, peanuts, or general crops, which have been circled in red in accordance with preceding instructions, should be entered in the spaces provided at the bottom of the page.

Enter in the spaces provided the total number of farms reporting two or more interested persons.

II

INSTRUCTIONS FOR PREPARING FORM SR-116B

The data listed on Form 116 shall be summarized on Form SR-116B (hereinafter referred to as Form 116B). Form 116B should be prepared in duplicate when all available applications have been listed on Form 116.

If all applications for the county have been approved by the General Accounting Office and listed on Form 116, the Form 116B should be marked "Final" and the original mailed to the Director of the Southern Division. If all applications for the county have not been approved and listed on Form 116 the Form 116B should be marked "Preliminary" and the original mailed to the Director of the Southern Division, and when all applications from the county have been approved and the Form 116 for the county has been completed, a Form 116B should be prepared and marked "Final" and the original mailed to the Director of the Southern Division.

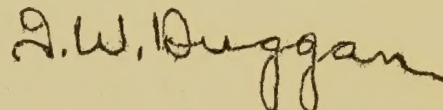
The items included on Form 116B are self-explanatory and correspond to the items on Form 116. Lines 36 through 52 should be used to summarize data tabulated in the columns 36 through 52 on Form 116.

Enter in line 2, column (e) the total number of farms for which there is a deduction for excess cotton acreage in 1937, and enter in line 3, column (e) the total of such excess cotton acreage. A similar procedure should be followed with respect to the peanut and general soil-depleting bases.

Enter in line 27, column (e) the number of Forms 110a showing two or more interested persons.

The administrative officer should sign in the space indicated.

The procedure outlined above should be followed unless a change is authorized by this office.



I. W. Duggan,
Director, Southern Division,
Agricultural Adjustment Administration.

